

Delaware Women's Hall of Fame Committee Meeting

Office of Women's Advancement & Advocacy

State of Delaware, Department of Human Resources

Meeting Minutes

January 10, 2020

Present: Tara Smith
Nancy W. Cook
*Kay Keenan
Donna Masley
Melanie Ross Levin
Kim Lowman
Stella Harrison
*Chairperson

Location: Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Friday, November 08, 2019
10:00 am to 11:30pm
Carvel State Office Building
820 N. French Street, 10th Floor
Wilmington, DE 19801
(Via Videoconferencing)

1. Welcome

a. Approve Minutes- Minutes from previous meeting were approved, all in favor and none opposed. Discussion held around the need for quorum and the rules about missing multiple meetings. A member can only miss four consecutive meetings. OWAA Director is working on filling open positions.

b. Distribution of Information Binders-Committee members were provided with binders with useful information that the committee references often. Binders were well-received by the committee. Documents will be added and updated to the binders over time as needed.

2. Updates on old business

a. Date Confirmed- The 2020 event will be held on October 14, 2020 at Dover Downs in the B/C Ballroom which can offer more flexibility in spacing. Notice and Save the Date announcements have gone out. Committee will be more active in promoting the event this

year as we will likely not sell out as quickly as 2019. ****Action Item-Send calendar hold to committee for event**

- b. FAQs-New document that makes the application process as clear as possible for those looking to apply. Created based on past questions received by OWAA as well as concerns raised by committee members. Suggestion made to organize the questions into categories- application and event. Committee will look it over and provide any feedback. OWAA will finalize and bring to the following meeting at which time it can be added to the binder. Document will be put on the OWAA website on the HOF page.

3. Discussion of new business

- a. Review of Application Questions & Rubric-The committee would like to emphasize transparency about the process. The rubric will be posted on the HOF webpage along with the applications. Discussion around eliminating the question on obstacles from the application. The committee decided that the question does not elicit valuable answers for evaluating a nominee. There was also rich discussion about combining enduring value and impact questions. The committee decided to both eliminate the obstacles question and combine the questions on value and impact. The focus will be on what the person has done (value and impact) and a story that illustrates why they should be an honoree (and includes supporting material). The rubric will also need edits. The committee decided to take more time in editing the rubric and application. ****Action Item-OWAA will send some examples but members will also research other applications and rubrics and send suggestions to OWAA before the next meeting. Come to next meeting prepared to finalize 2020 application and rubric.**
- b. Consensus on Protocol-
 - i. Qualifications for Nominees-Discussion on who can be considered and if there are situations that would preclude someone from being considered (i.e. running for office). Committee decided that it would not exclude anyone from applying.
 - ii. Honorees that Can't Attend-Committee maintains that while decisions can be made on a case by case basis, typically an honoree can defer acceptance for three years. Additionally, the group discussed a previous honoree that has not been able to attend and how this year would be the third year of deferral. A motion was made to honor this nominee at the 2020 celebration irrespective if the honoree can attend or not. The motion was passed with all in favor, none opposed.
 - iii. Staff Procedure on Additional Research- The committee discussed the possibility of utilizing previous years' application in conjunction with the current application being considered. It was shared that this becomes a complicated issue and one of capacity since all nominees should be given the same consideration. The committee decided that only the current application could be used for consideration, but a suggestion

was made to add something to the FAQs that encourages nominators to collaborate with any previous nominators while putting together their application.

- c. Review of Timeline & Processing of Applications-The application opened on April 5th and closed on May 15th last year. The committee decided to open the application on March 3rd and close the application on April 20th this year. OWAA will provide all applications to the committee by May 1st and the committee hold a closed session on June 12th to select the honorees. Honorees will be publicly announced by mid-July. ****Action item-Make necessary edits to the committee meeting schedule and bring copies to the next meeting.**
4. **Next steps-** The committee will address the processing of applications at the next meeting, in addition to finalizing the application and rubric.
5. **Public comment-** No members of the public present
6. **Adjournment-** Motion to adjourn, all in favor and none opposed.